



## Registration for Mineral Royalty Withholding

1. Account type: Mineral Royalty Withholding (MRW)			
2. Federal employer identification number (FEIN)		3. Social security number (SSN)	
4. Legal business name		5. Assumed business name (dba)	
6. Physical address			
Street address		City	State   Zip
7. Mailing address			
PO Box/Street address		City	State   Zip
8. Name of the person whom we can contact regarding this account.			
Contact's name	Phone number	FAX number	Email
9. Legal entity type:			
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> C corp <input type="checkbox"/> S corp			
<input type="checkbox"/> Member Managed LLC <input type="checkbox"/> Manager Managed LLC <input type="checkbox"/> LLP <input type="checkbox"/> Publicly Traded Partnership			
<input type="checkbox"/> Other (Please Indicate): _____			
10. List the information for the individual owner if you are a sole proprietor, all partners if you are a partnership, all corporate officers if you are a corporation, or all members if you are a limited liability company. (Use additional sheet if necessary.)			
Name	Social Security or Federal Employer Identification number		Phone Number
11. Purpose of registration:			
<input checked="" type="checkbox"/> Initial registration <input type="checkbox"/> Purchased an existing business or property <input type="checkbox"/> Re-registration			
<input type="checkbox"/> Entity change <input type="checkbox"/> Started a new business <input type="checkbox"/> Other (attach explanation)			
12. List the previous name, owner and date acquired if you purchased an existing business, or the previous name if there is a business name change.			
Previous Business Name	Previous Owner	Date Acquired	
13. Indicate all that apply:			
Mineral Royalty Withholding	<input type="checkbox"/> Oil	<input type="checkbox"/> Gas	<input type="checkbox"/> Coal
<input type="checkbox"/> Other Mineral (Please Indicate): _____			
14. Signature of owner, partner, or officer (unsigned forms will be returned.)		Date	Phone Number   Email
15. Print the name of the owner, partner or officer who signed on line 14.			

# Mineral Royalty Withholding Registration Instructions

**Line 1 – Account type:** No entry is required. This line has been pre-populated to reflect “Mineral Royalty Withholding.”

Each remitter must register for an account identification number—whether or not the withholding requirements have been met.

**Line 2 – Federal Employer Identification Number (FEIN):** If you have been issued a federal identification number (FEIN or EIN) for this business, enter it on line 2.

**Line 3 – Social Security Number (SSN):** If you are operating your business as a sole proprietorship, enter your social security number on line 3. You do not have to enter your SSN if you are registering this business under a FEIN.

**Line 4 – Legal business name:** Enter your legal business name on line 4. If you are a sole proprietorship, enter your name (example: John Smith). If you are a corporation, partnership, LLP or LLC, enter the entity's name (example: ABC Inc.).

**Line 5 – Assumed business name (d.b.a.):** Enter the assumed business name, trade name, or *doing business as* name (d.b.a.) here. Your assumed business name, trade name, or d.b.a. is the name used before the public. For example, if the name used to report information to the Montana Board of Oil and Gas Conservation is different than your legal business name, please enter that name here.

**Line 6 – Physical address:** Enter your street address on line 6. This is the legal business headquarters. If you are a sole proprietor, this may be your home address. For a corporation, partnership, LLC or LLP, this is the street address of the entity's headquarters.

**Line 7 – Mailing address:** Enter your mailing address on line 7. This may be a post office box or other address. This is the address where the department will send all correspondence.

**Line 8 – Contact information:** Enter the name and contact information on line 8 for the individual that will act as the entity's representative.

**Line 9 – Legal entity type:** On line 9, check the legal entity type that best describes your business:

- **Sole Proprietor** – an individual owner of a business that has not incorporated
- **Partnership** – a business that has two or more owners
- **C corp** – an incorporated entity for federal and state tax purposes
- **S corp** – a corporation that has a valid election under section 1362 of the Internal Revenue Code (26 U.S.C. 1362)
- **Member Managed LLC** – a limited liability corporation, managed by its owner(s)
- **Manager Managed LLC** – a limited liability corporation, managed by a chief executive officer, or other appointed management position
- **LLP** – a limited liability partnership
- **Publicly Traded Partnership** – a publicly traded partnership as defined in Section 7704 or the Internal Revenue Code, 26 U. S. C. 7704, that is not treated as a corporation
- **Other** – if your entity type is not listed, put an “X” next to this choice and note the type on the following line.

**Line 10 – Ownership information:** Enter the names, identification numbers and contact phone numbers for all owners of the business on line 10. If more space is needed, please attach an additional sheet.

**Line 11 – Purpose of Registration:** *Please note that no entry is necessary this year. Since the mineral royalty withholding requirement is new, the Initial Registration category has been pre-populated for you.*

After this year, it will be necessary to put an “X” next to the category that describes the reason for registering. This will help us determine if a new account is required, if an existing account will be closed, or if modifications to an existing account are required.

- **Initial registration.** (See above.)
- **Started a new business.** Mark this category if your business has not previously existed under any other name or owner.

- **Purchased an existing business or property.** Mark this category if the business previously existed and you purchased it, or producing properties, from another owner.
- **Re-registration.** Mark this category if you closed your account in the past, but have decided to begin operations again.
- **Entity change.** Mark this category if your entity has changed its legal status. For example, if you were formerly a sole proprietor, but have recently incorporated, you would use this category.
- **Other explanation.** If you are registering for a reason not listed, mark this category and attach an explanation for the reason you are registering.

**Line 12 – List the previous name, owner and date acquired, if you purchased an existing business, or if there was a name change:** If you purchased an existing business, enter the name of the business you purchased, the owner you purchased the business from, and the date you purchased the business. If you changed the legal name or the assumed business name, enter the previous business name.

**Line 13 – Type of mineral production:** Put an “X” next to the type of mineral production you have in the state of Montana. If you mark “Other Mineral,” please attach an explanation.

**Line 14 – Signature of owner, partner or officer:** An owner, partner or authorized company officer is required to sign, date and list a contact phone number.

**Line 15 – Print the name of the owner, partner or officer:** On line 15, print the name of the person who signed line 14.

**Mail completed form to:**  
Business Registration  
Montana Department of Revenue  
PO Box 5805  
Helena MT 59604

**Or fax completed form to:**  
(406) 444-1505

If you have questions or need assistance completing this form, please call us at (406) 444-6900.